February 16, 2016  (emailed to all proposers on this date)

ADDENDUM # 1
RFP 221601

FINANCIAL MANAGEMENT SYSTEM IMPLEMENTATION SERVICES

Please note the following answers to questions that were asked prior to the deadline for inquiries date of February 12, 2016.

1. Based on Section IV – Instructions to Proposers page 8, #13 Exceptions and page 17 Review and Acceptance of ASU standard contract terms of the solicitation, please provide confirmation that respondents may submit changes to Section XII – Consultant Agreement along with a justification and proposed alternate language for each requested change; and dependent upon ASU’s interpretation of the number, magnitude, and significance of the exceptions, respondents may be disqualified.

As described in RFP Section IV, #13 Exceptions, the Proposer is expected to enter into a standard form of agreement approved by the Arizona Board of Regents. The Arizona State University contract terms and conditions are included in the RFP in Section XII. These terms and conditions are intended to be incorporated into the contract between the University and the successful Proposer. Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected. Alternate language or desired exceptions by the Proposer may be documented and explained in a narrative and included in your proposal. Proposers are reminded that, “acceptance of ASU standard contract terms,” is one of the evaluation criteria in Section VIII against which the Proposal will be evaluated.

*For a listing of non-negotiable terms and conditions, please refer to University and State Required Provisions at https://ogc.asu.edu/contracts-requirements/contracts-provisions.

2. Do you have an in-house Change Management and Communication team that will be leveraged for the Workday implementation? Communication staff and training staff from ASU have been assigned to work on the FMS implementation project.

3. Are these resources available to implement the change management strategy with guidance from the implementation partner? Communication staff and training staff from ASU have been assigned to work on the FMS implementation project.

4. Are these resources available to co-develop the awareness materials outlined in a change management strategy and stakeholder analyses defined by the implementation partner? ASU resources have been allocated to assist with change management and can be used as deemed appropriate.
5. Is Grant Management a decentralized function across the university? If yes, approximately how many Grant Managers, Grant Analysts, and Proposal Writers would need Workday Grants Training? Workday will be used for post award functions. There are approximately 400 departments at ASU. The number of users requiring grants training is not known at this time. We currently anticipate that we will use a train the trainer approach. The consultants selected from this RFP will assist in the development and delivery of the initial training only. University staff will be responsible for delivering the majority of the training to end users.

6. Is Procurement (Requisitions) a decentralized function across the university? If yes, approximately how many end users are expected to need Requisitions training? P-Card training? There are approximately 400 departments at ASU. The number of users requiring training is not known at this time. We currently anticipate that we will use a train the trainer approach. The consultants selected from this RFP will assist in the development and delivery of the initial training only. University staff will be responsible for delivering the majority of the training to end users.

7. Approximately how many end users are expected to need Expenses training? There are approximately 400 departments at ASU. The number of users requiring training is not known at this time. We currently anticipate that we will use a train the trainer approach. The consultants selected from this RFP will assist in the development and delivery of the initial training only. University staff will be responsible for delivering the majority of the training to end users.

8. Approximately how many end users are expected to need Projects training? There are approximately 400 departments at ASU. The number of users requiring training is not known at this time. We currently anticipate that we will use a train the trainer approach. The consultants selected from this RFP will assist in the development and delivery of the initial training only. University staff will be responsible for delivering the majority of the training to end users.

9. For the other Financial functions (back office), what type of training mode is expected for this audience? All appropriate training delivery methods will be considered for back office training.

10. Will ASU be awarding the Program Management and Organization Change Management roles to a single vendor to support both areas as outlined in the RFP, or will they be awarding the different roles to multiple vendors? The University may consider multiple awards for some or all of the requested services should it be in the best interest of the University.

11. If available, can you share the team structure for the existing Workday/ASU team? See attached FMS Project Team Structure

12. In Section 5, #2, the listed responsibility includes “Lead ASU staff and outside consultants responsible for training development and delivery.” Would the outside consultant be that of the respondent or are there existing training roles staffed by Workday/Workday partners? It is anticipated that the outside consultant will be selected as a result of this RFP.
13. In Section 2, 1.7, please clarify the (3) present client references need to be clients with projects currently in progress or can include recent clients with completed engagements. References may include recent clients with completed engagements.

14. Can ASU provide a copy of the Workday detailed implementation plan and timeline? The detailed implementation plan has not been developed yet. See attached FMS project phases.

15. What is ASU’s internal resource plan to support this project? Can ASU provide a project team organization chart that illustrates both part-time and full-time internal project resources? See attached FMS Project Team Structure

16. Is there an existing PMO that will be utilized, or is there an expectation of creating a PMO for this program? ASU has an existing PMO structure that will be utilized for the FMS project.

17. Will the Program Manager have full control of project teams, resources and the overall integrated plan? The Program Manager in conjunction with the project management team will have daily management responsibility for the project and will be responsible for reporting to the executive sponsors and steering committee on an ongoing basis.

18. In regards to training, do you expect training of IT personnel (technical training) to be included in this scope of work? No

19. Approximately how many end users are estimated to need training? There are currently approximately 400 departments at ASU. The number of users requiring training is not known at this time. We currently anticipate that we will use a train the trainer approach. The consultants selected for this RFP will assist in the development and delivery of the initial training only. University staff will be responsible for delivering the majority of the training to end users.

20. Approximately how many stakeholders are estimated to be impacted by the FMS implementation? The FMS will have a widespread impact on faculty and staff of the University including academic and administrative departmental business offices, principal investigators of research grants, and centralized business functions such as Purchasing, Financial Services, Planning and Budget, and Research and Sponsored Projects Administration.

21. Approximately how many unique stakeholder groups are estimated to be impacted by the FMS implementation? The FMS will have a widespread impact on faculty and staff of the University including academic and administrative departmental business offices, principal investigators of research grants, and centralized business functions such as Purchasing, Financial Services, Planning and Budget, and Research and Sponsored Projects Administration.

22. The online version of the Supplier Sustainability Questionnaire is significantly different from the RFP version. Can we complete the on-line version as stated on page 37? Please note that there are two different types of questionnaires depending on whether your company is a large or small business. The on-line versions of the Supplier Sustainability Questionnaire are
the same as the RFP document. If there are further questions, please email the buyer directly.

23. Are all four campus locations in scope? The FMS system will be used by all ASU locations.

24. Does ASU have any training development tools that they use or prefer? ASU currently uses Blackboard for some centralized training. Recommendations for using other tools would be considered if appropriate.

If you have any questions regarding this notice, please contact me at 480-965-4370 or Kevin.Hall@asu.edu.

Thank you,

Kevin Hall, Sr. Buyer
Arizona State University
Purchasing & Business Services